



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town

CHARTERED 1749 INCORPORATED 1961

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MEMORADUM

TO: Vice Mayor West, Town Council
Dan Taber, Town Manager
FROM: Christine R. Sanders, Town Attorney
DATE: 11/15/11
RE: Staff Report

Honorable Vice Mayor West and Town Council:

Below is a list of items that I have been working on since my last report to you of 9/20/2011. It is not exhaustive, but gives you an overview.

- Consulted with Interim Town Manager and reviewed and edited personnel contracts and researched legal issues with respect to personnel matters and policies.
- Criminal Prosecutions – I appeared several times in Prince William County General District Court. Traffic, criminal misdemeanors and zoning violations were prosecuted. The two zoning violations were successfully prosecuted. One case was continued for compliance for 6 months and the other case, the illegal structure was required to be removed within 60 days. Fines were also obtained. Twice I appeared in Juvenile and Domestic Relations Court. These cases mostly involved assaults on adults cohabiting in the same household. Only one case involved a juvenile and there was one juvenile traffic matter.
- Obtained court dockets from Clerks office in Prince William County Courthouse and met with Dumfries Town police officers in advance of court to review cases prior to court.
- Attended the Local Government Attorneys Conference in Henrico County (Short Pump Town Center) where I met and networked with many local government attorneys. Attended workshops and continuing legal education classes.
- Assist the Town Manager, Department Heads and other staff with various questions and issues that have come up on a day to day basis; specifically consulted with Director of Community Development, Town Planner and Zoning Administrator regarding zoning ordinance text amendments, rezoning, and a proposed conditional use permit application. Called the Zoning Administrator as a witness in prosecuting zoning violations and consulted with trial strategy prior to court.

- Researched nonconforming uses and special use/conditional use permit case law and consulted on the drafting zoning determination letters.
- Met with Council members, Town Manager, Community Development Staff and Planning Commission Chair regarding various legal issues, including the possibility of special elections to fill vacancies on council.
- Met with ENS to discuss the status of items purchased through the DCJS grant and ENS's Frontline program
- Responded to repeated FOIA requests submitted to me and the Police Department.
- Staffed Town Council meetings. Attended staff meetings with senior management in advance of Town Council meetings to discuss and go over agenda items.
- Researched Town files with respect to operations of Potomac Landfill, met with Town Manager, Town staff and DEQ staff regarding the same.
- Pursued collection of delinquent sanitation fees, real estate taxes and a business' under-reported gross receipts with respect to BPOL and business licensing taxes.
- Attended meeting, discussed with staff and researched process for annexation of adjacent property into the Town.
- Attended BZA meeting to conduct training with members of the BZA with respect to variance matters and the status of the law.
- Met several times with Director of Public Works, Director or Economic and Community Development, Planning staff and a land owner and outside counsel regarding proposals for redevelopment of property and analyzed the proposal in light of Town Zoning and other applicable state and local laws.
- Encouraged open government through suggested revisions to the way meetings and public hearings are conducted and the way minutes are kept by the Planning Commission, BZA, and ARB.